

## **CHIEF OF FIRE PREVENTION**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's fire prevention program, including fire inspections, fire investigations, and public fire education. The incumbent of this class manages the Fire Prevention Division, supervises all subordinate personnel assigned to the division, and provides for the maintenance of division records and reports of activity, in addition to personally performing inspection, investigation, and public education duties. The Director of Fire Prevention performs the majority of assigned duties independently, with results reviewed by and special projects received directly from the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a fire department division responsible for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning use of equipment and deployment of personnel. Develops management policies, goals, and objectives relating to fire prevention. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Completes any forms and records required of the chief officer of the division.

Supervises division employees by directing their work and by providing assistance in technical areas. Conducts on-the-job training in inspection, investigation, and public fire education. Assigns duty areas and work schedules, and approves leave. Reviews reports written by subordinates.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting portable fire extinguishers

and standpipe systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Assists institutions or companies in developing solutions for fire prevention problems. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Applies for and

executes search warrants or consent forms to allow searches of burned property. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress.

Identifies important local fire problems so that fire education efforts can focus on those problems. Selects program components and objectives to meet community needs. Writes and submits public service announcements and news releases on fire safety.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Prevention Officer.

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